



USAID | ZAMBIA

FROM THE AMERICAN PEOPLE

Project Management Specialist (Education Instruction)

Solicitation No. AID-015-21-I

OPEN TO: All Interested Candidates
POSITION TITLE: Project Management Specialist (Education Instruction)
OPENING DATE: September 23, 2021
CLOSING DATE: October 7, 2021
WORK HOURS: Full-time; 40 hours/week
SALARY RANGE: FSN 12 - (ZMK 790,574.34 p.a. - ZMK 1,252,048.89 p.a.)
PERIOD OF PERFORMANCE: Maximum of five (5) years total contract duration

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors/applicants should retain copies of all offer/application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Summer Tucker
Contracting Officer
USAID/Zambia

ATTACHMENT I

The United States Government, represented by the U.S. Agency for International Development (USAID) in Zambia, is seeking offers/applicants from eligible and qualified persons for the position of **Project Management Specialist (Education Instruction)**:

BASIC FUNCTION:

The U.S. Agency for International Development (USAID) is at the forefront of the U.S. Government (USG) response to the global learning crisis. USAID is the lead agency of the USG Strategy on International Basic Education and coordinates the Departments of State and Labor, Peace Corps, and Millennium Challenge Corporation to implement approximately \$1 billion of U.S. assistance annually. The development goal is to achieve a world where education systems in partner countries enable all individuals to acquire the education and skills needed to be productive members of society. USAID's bilateral partnership in Zambia has helped expand the education system to millions of new learners. By expanding learning opportunities and outcomes, children are prepared to succeed in school, and in life.

USAID Zambia implements USG bilateral strategic goals through a five-year strategy. The Education Office partners to strengthen Zambia's education system to deliver quality primary education to improve the foundations of learning. USAID has a long history as Zambia's largest bilateral education donor and provides \$15-\$18 million in assistance annually to improve education outcomes for over 1.4 million children.

The USAID Project Management Specialist (Educational Instruction) is a senior professional and expert in strategic planning; program and activity design; and budgeting, implementation, and performance management of the full spectrum of early grade reading interventions. The jobholder serves as the team's senior technical advisor on issues related to early grade reading, literacy, and local language instruction, and provides leadership to identify opportunities for USG engagement in education programming. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to oversee and successfully implement core early grade reading activities. The jobholder serves as a subject-matter expert and senior technical representative; and engages and negotiates across USAID, the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts to implement basic education programming to the classroom level.

Under the general guidance of the Education Office Director, the jobholder provides substantive guidance to formulate and administer broad-scale education projects. The jobholder analyzes and evaluates significant education sector developments; determines sector impacts on USAID activities; and recommends policy and programming to Mission management. The jobholder regularly evaluates the effects of U.S. and Zambian legislation and policy on education sector support. S/he conceptualizes, designs, and implements complex technical programming and regularly briefs high-level officials on emerging developments, insights, and impacts on Zambia's education sector.

MAJOR DUTIES AND RESPONSIBILITIES

Technical and Strategic Leadership (50%)

1. Serve as the lead technical officer for the USAID/Zambia early grade reading, literacy, and local language instruction portfolio; provide expert direction in the design, implementation, and oversight of key early grade reading programming and interventions.
2. Provide expert-level guidance to senior-level Mission and host country officials, serve as a key advisor for all strategic and policy issues related to early grade reading, literacy, and local language instruction.
3. Work closely across the Education Office and the entire USAID Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across multiple program components.
4. Maintain and communicate national and global developments in early grade reading, literacy, and local language instruction; and advise accordingly to apply policies, strategies, and technical guidelines to enable the Mission to maintain fidelity of implementation and positive impacts among beneficiaries.
5. Identify opportunities for integrated, cutting-edge, state-of-the-art approaches to essential technical assistance. Provide expert oversight and guidance to USAID staff and implementing partners on emerging and effective approaches to early grade reading, literacy, and local language instruction program planning and implementation.
6. Collaborate across the Education Office to advise on the development and use of tools to support continuous learning and adapting, and to further improve and evolve the USAID knowledge base and data management capacity of early

grade reading, literacy, and local language instruction activities. Advise on targeted analyses of education sector performance data to inform and improve program planning and implementation.

Program/Project/Activity Planning and Management (30%)

1. Provide strategic and technical leadership to prepare key annual and multi-year planning and reporting documents, including Operational Plans; Congressional Budget Justifications; Mission and sector strategies; technical notifications; and quarterly, semi-annual, and annual progress reports and portfolio reviews.
2. Analyze and assess the Education portfolio and the performance of partners relative to the available budget; and facilitate design of new projects and/or activities necessary to achieve USAID/Zambia's strategic objectives for the education sector.
3. Lead and participate in each stage of project design for new activities, including drafting and obtaining approval for concept papers, composing scopes of work, conducting financial analyses, completing pre-obligation requirements, evaluating technical and cost applications and proposals, and establishing new projects.
4. Maintain a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, including the review and approval of workplans, budgets, and quarterly and annual reports; performance monitoring plans and monitoring; and financial reporting, as required.
5. Ensure compliance of implementing partners with the terms, scope, deliverables, and delivery schedule in accordance with their awards.
6. Ensure that implementing partners abide by their reporting requirements, including quarterly reports, trip reports, accruals, activity MEL plans, and annual reports; as well as other requirements such as USG Basic Education reporting or other requests.
7. Lead routine meetings with implementing partners to discuss technical and programmatic direction of USAID's flagship technical education programs. Plan and lead field visits to USAID-supported schools and sites, and provide technical, programmatic, and administrative guidance as necessary.
8. Identify opportunities and strengthen existing opportunities for integration of education programming with health, economic growth, and governance activities, and other areas of the Mission as appropriate.
9. Advise and recommend technical assistance (STTA) from USAID/Washington central platforms and write the technical components of the scope of work for the consultants.
10. Oversee field monitoring to ensure programmatic oversight and ultimately improve the quality of service.

Representation and Reporting (20%)

1. Represent USAID at national, regional, and international meetings and fora that relate to early grade reading, literacy, and local language instruction; including regular participation in national-level education technical working groups and related committees.
2. Represent USAID within USG inter-agency technical teams on issues pertaining to multi-sectoral education approaches and interventions and their relationships with other development sectors.
3. Represent USAID at meetings outside of the education field as needed, as requested by the Mission Director, Deputy Mission Director, and/or Education Office Director.
4. Organize site visits and prepare orientation materials for delegations from USAID Headquarters, State Department, and other agencies.
5. Prepare reports and responses to information requests from USAID Headquarters, Department of State, and U.S. Congress. Respond flexibly and capably to a wide range of work-related requirements.
6. Establish strategic working relationships with senior national and local government officials, donor agencies, civil society organizations, and education associations to enhance information on education policies and interventions that affect implementation of USAID programs.
7. Represent the Mission on all fora related to early grade reading, literacy, and local language instruction.

REQUIRED QUALIFICATIONS FOR EFFECTIVE PERFORMANCE

- a. **Education:** A Master's degree in education, health/behavioral/social sciences, or public policy.
- b. **Prior Work Experience:** A minimum of seven (7) years of progressively responsible, professional-level experience in education instruction and reform. Must demonstrate prior experience working with bilateral and multilateral stakeholders, national-level public sector investments, and experience managing donor-funded education programming and ensuring compliance with donor rules and regulations. Experience must include management of education, reading, and local language programming, as well as strategic planning and analysis relative to the country context. The position requires a combination of managerial, technical, and analytical abilities, combined with a demonstrated ability to manage resources, programs, and people.

- c. **Post Entry Training:** On-the-job training will be provided relating to USG-specific procedures, regulations, and methods. Formal COR/AOR training is required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.
- d. **Language Proficiency:** Level IV (fluent) proficiency in oral and written English; and Level IV (fluent) oral and written proficiency in one or more official local languages of instruction. Language competence may be tested.
- e. **Job Knowledge:** Expert knowledge of international best practice in instruction and multi-sectoral education approaches and interventions; as well as the host country context, including priorities and challenges, funding sources, and key stakeholders engaged in the response to the global education crisis. Thorough knowledge of the host country's economic, political, social, and cultural characteristics and the history of development assistance; in particular, the response to the demands of the education sector, including current trends and directions. The jobholder is expected to have an in-depth understanding of USG foreign assistance policy with the host country. Working knowledge of USG and USAID's strategic direction, chief accomplishments, and challenges. Experience must include program management and evaluation as well as strategic planning and analysis relative to the country context. The position requires a combination of managerial, technical, and analytical abilities; including a demonstrated ability to manage resources, programs, and people.
- f. **Skills and Abilities:** The jobholder must possess strong technical and analytical skills to deliver and improve educational quality and instruction. The jobholder must possess strong oral and written communication, advocacy, and networking skills. The jobholder must possess strong conceptual skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility and prioritization skills to respond to evolving planning and implementation contexts, and ability to exercise sound judgement, initiative, and leadership. S/he demonstrates timely decision-making and extensive judgment in planning and carrying out tasks in reviewing the progress of programs and projects under his/her responsibility, including performance reporting, pipeline management, program implementation reviews, as well as fulfilling USAID and USG reporting requirements. The jobholder must have the ability to identify significant economic, political, and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs, using diplomacy and tact. The jobholder must demonstrate excellent computer skills, including expert proficiency with the Microsoft and Google Office suites, web-based databases, and electronic filing.

Supervisory Relationship: The USAID Project Management Specialist (Educational Instruction) reports to the Education Office Director or his/her designee. Most assignments are self-generated and occur in the normal course of work. The jobholder exercises independence in most phases of his/her job responsibilities and determines the extent to which those situations require coordination with the supervisor or other team members. Completed work is accepted as technically correct and the overall work is reviewed in terms of results achieved.

Supervisory Control: The jobholder may act in the absence of the Office Director. S/he provides mentoring and coaching to the Education Office in key areas of early grade reading, literacy, and local language instruction across the entire Education portfolio; and guides implementation and oversight of key early grade reading programming and interventions and best practices for institutional strengthening that ultimately result in sustainable delivery of quality education services. Provides technical guidance in office planning, organization, work assignments, and resource allocation.

EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized benefits and allowances in accordance with the Local Compensation Plan. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

POINT OF CONTACT

Summer Tucker, Executive Officer

EXOZambiaHR@usaid.gov

APPLYING:

Eligible and qualified offerors/applicants are required to complete and submit:

1. A formal application letter or cover letter.
2. A current CV.
3. Photocopies of all professional certificates and degrees.
4. A fully complete application form DS-174 (available online at <https://eforms.state.gov/Forms/ds174.pdf>). And
5. Contact information for at least three professional references.

Submit your application materials to: exozambiahr@usaid.gov noting to reference the solicitation number in the subject of your email.

Only short-listed candidates will be contacted.

The U.S. Mission in Zambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Zambia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. We welcome candidates of all backgrounds and with diverse experiences to apply. We are committed to evaluating applications fairly.

--END OF SOLICITATION--